



Planning



Communicating

STUDENT ASSESSMENT REPORT

F151-2

Information Briefing Feedback

Stop: _____

Start: _____

Time: _____

Name: _____

Date: _____

Title: _____

Assessment by: _____

SUBSTANCE/ORGANIZATION	STYLE
Introduction Greeting (<i>poised, confident</i>) Purpose (<i>relevant, focused, controlling idea</i>) References (<i>current, meaningful</i>) Procedure/Outline (<i>logical</i>)	<div><input type="checkbox"/> Physical Behavior Eye Contact (<i>maintains with audience, natural, avoids excessive reference to slides or notes</i>) Movement (<i>appropriate, not excessive</i>) Gestures (<i>meaningful, appropriate, well timed, provided emphasis</i>)</div>
Body <div><input type="checkbox"/> Accuracy/Completeness (<i>major points stated accurately, no major points omitted</i>)</div>	<div><input type="checkbox"/> Speaking Voice (<i>appropriate volume, comfortable pace, uses pauses effectively</i>)</div>
<div><input type="checkbox"/> Support/Significance (<i>appropriate use of facts, examples, etc.; answers "So what?"</i>)</div>	<div><input type="checkbox"/> Vocabulary (<i>clear/concise vocabulary, pronounced words correctly, enunciates clearly</i>)</div>
<div><input type="checkbox"/> Sequence (<i>conveys information in logical, meaningful sequence; easy to follow</i>)</div>	<div><input type="checkbox"/> Enthusiasm/Confidence (<i>conveys sense of "ownership," confident in own knowledge and abilities</i>)</div>
<div><input type="checkbox"/> Transitions (<i>rehearsed, logical, maintains tempo</i>)</div>	<div>CORRECTNESS <div><input type="checkbox"/> Visuals/Slides/Graphics Format (<i>sequencing, numbering, font, centering, spelling, alignment</i>) Content (<i>relevant, appropriate use of pictures/graphics</i>) Handouts/Videotapes, etc. (<i>introduced, relevant</i>)</div></div>
Closing Summary (<i>emphasizes main point, no new information</i>) Ask for Questions Conclusion (<i>appropriate, meaningful, concise</i>)	